

Training Conference

August 27-31, 2018

Gatlinburg, Tennessee

Course Name	Seminar ID #	Start	End	Fee
Smartphone Forensics and Cellular Technology Certification +SMART	15616	Aug 27	Aug 31	\$695
Detective and New Criminal Investigator	15614	Aug 27	Aug 31	\$495
Internal Affairs Conference and Certification	15613	Aug 27	Aug 31	\$595
Hostage/Crisis Negotiations - Phase I and II	15615	Aug 27	Aug 31	\$525
School Violence Conference	15617	Aug 29	Aug 31	\$350
Managing the Property & Evidence Room	15658	Aug 27	Aug 28	\$325

~ 2 WAYS TO REGISTER ~

Online: www.patc.com

Phone: 1-800-365-0119 - Our representatives will gladly assist you

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Indianapolis, Indiana 46241

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Email: questions@patc.com

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June 11, 12 & 13, 2018 • Columbus, Ohio

Public Agency Training Council

Mark Waterfill, President



National Criminal Justice
Public Safety Continuing Education

Sponsored By:
Columbus Police Department
Columbus, Ohio

Training Seminar SUPERVISING THE TOXIC OFFICER

Instructor:
Mike J. Coker, Sgt. (Retired)

Sergeant Mike J. Coker (Retired) brings a motivational style of lecture to classes and speaking engagements across the Nation on the topics of Leadership/Supervision and Domestic Violence issues. Mike served as a police officer for 20 years in the Portsmouth, Virginia Police Department. Mike held several supervisory assignments during his tenure: Field Training Officer, Uniform Patrol Supervisor, Homicide and Robbery Squad Commander, Domestic Violence / Sex Crimes Supervisor, School Resource Supervisor, Robbery Task Force Squad Commander, Shift Commander, and Administrative Assistant to the Chief of Police. Mike is a graduate of Virginia Polytechnic Institute, Sorensen Institute for Political Leadership at the University of Virginia, and the State University Leadership Course at Pamplin College - Sponsored by the Virginia Police Chief's Association in Blacksburg, Virginia.

Mike's teaching experience includes: The Polaroid Corporation, United States Postal Service, U.S. Attorney's Office - Northern Mississippi District, Las Vegas Metropolitan Police, Idaho P.O.S.T., Miami-Dade Police Department, Idaho Governor's Task Force, Suffolk County Long Island, New York, Virginia Juvenile Court Judges, Virginia Department of Criminal Justice Services, TCLEOSE, Academy of Criminal Justice Services, Eastern Virginia Medical School, St. Louis County Police Training Academy, The U.S. Virgin Island Police, the Island of Mai and Hilo Hawaii Police Departments, Col. Henry F. Williams Homicide Seminar hosted by New York State Police, to name a few. Mike is a past Board of Director's member of Help Emergency Response (HER) - a local battered women's shelter in Portsmouth, Virginia.

June 11, 12 & 13, 2018

Columbus, Ohio

Register Online At: www.patc.com

SUPERVISING THE TOXIC OFFICER

Course Objectives:

Part of a leaders responsibility is to maintain favorable work conditions. Unfortunately, there are people who make this difficult to accomplish. While they may be small in numbers at times, they seem to create the largest amount of stress. Line and staff officers are often referred to as toxic employees. Their counterproductive attitudes can negatively impact the workplace. Toxic employees are people who are disappointed with his or her job, and want to tell everyone of their experience. Their unhappiness can stem from a variety of sources. The toxic person likes to hold the workplace hostage from threatening supervisors with lawsuits, to filing baseless grievances. If the work force feels the toxic person is not being held accountable, morale suffers.

This 2.5-day course is organized to help police leaders develop strategic view of dealing with toxic employees while managing your liability risk. This program is user friendly complete with different options of defensible techniques to help administrators and supervisors establish a plan to manage the toxic employ and avoid long and costly lawsuits.

Clarifying the Mission and Vision

- This document needs to be clear and concise
- What are the organizational outcomes?

Background Investigations

- Operational checklists to help the hiring process
- Google Investigations Can't Be the Plan
- Understanding what to do when a red flag is spotted

Recognizing the toxic person

- Identifiable traits of the toxic person
- Contributing factors to toxic behavior

Reducing Liability Risk

- Written expectations
- Making your performance evaluations defensible
- Progressive discipline

Seminar Agenda SUPERVISING THE TOXIC OFFICER

June 11, 12 & 13, 2018 • Columbus, Ohio

Monday, June 11, 2018

8:00 a.m.—8:30.m.	Registration
8:30 a.m.—11:30 a.m.	21 st Century Policing What are the Organizational Outcomes? Selection and Hiring Practices
11:30 a.m.—12:30 p.m.	Lunch (On Your Own)
12:30 p.m.—4:30 p.m.	Recognizing the Toxic Officer Facebook Postings Understanding Your Workforce Work Performance Ethical Dilemmas Preventing the Toxic Work Environment FMLA, ADA, TITLE VII, and ADEA, Implications

Tuesday, June 12, 2018

8:00 a.m.—1130 a.m.	Understanding Personalities Working with Different Generations Creating a Positive Work Zone
11:30 a.m.—12:30 p.m.	Lunch (On Your Own)
12:30 p.m.—3:00 p.m.	Holding the Toxic Officer Accountable Making the Invisible Visible Progressive Discipline Dealing with The Toxic Supervisor
3:00 p.m.—4:30 p.m.	Accurate and Detailed Performance Evaluations

Wednesday, June 13, 2018

8:00 a.m.—9:00 a.m.	Confronting Poor Performers
9:00 a.m.—11:30 a.m.	Moving Past Toxic Incidents
11:30 a.m.—12:00 p.m.	Certificate Presentation

Cut Along Dotted Line

3 Ways to Register for a Seminar!

1. **On-line Registration** at www.patc.com — Yellow/Blue link in corner
2. **Fax Form** to Public Agency Training Council **FAX: 1-317-821-5096**
3. **Mail Form** to

Public Agency Training Council
5235 Decatur Blvd
Indianapolis, Indiana 46241

***NEW**

Federal ID# 47-4078912

***NEW**

***** Pre-payment is not required to register *****

Upon receiving your registration we will send an invoice to the department or agency .

Checks, Claim Forms, Purchase Orders should be made payable to:
Public Agency Training Council

If you have any questions please call
317-821-5085 (Indianapolis)
800-365-0119 (Outside Indianapolis)



Seminar Title:	Supervising the Toxic Officer	Seminar ID #15360
Instructor:	Mike Coker	
Seminar Location:	Columbus, Ohio Division of Police Training Academy 1000 North Hague Avenue Columbus, Ohio 43204-2121	
When:	June 11, 12 & 13, 2018	Note: Identify with Columbus Police Training GP: #2324022 to receive discounted room rates
Registration Time:	8:00 A.M. (June 11, 2018)	
Hotel Reservations:	Drury Inn 88 East Nationwide Blvd Columbus, Ohio 43215 1-614-221-7008 \$88.00 Single or Double (plus tax)	
Registration Fee:	\$325.00 Includes Supervising the Toxic Officer Course Material, Coffee Breaks, and Certificate of Completion.	

Names of Attendees 1. _____

2. _____

3. _____

4. _____

Agency _____

Invoice To Attn: _____
(Must Be Completed)

Address _____

City _____ **State**____ **Zip**_____

Email _____

Phone _____

Fax _____